

LAS VIRGENES MUNICIPAL WATER DISTRICT

Records Retention Consulting Services

Addendum No. 1

July 22, 2024


Notice is hereby given to consultant firms that the Request for Proposals for the Records Retention Consulting Services has been modified as hereinafter set forth. This Addendum No. 1 shall take precedence over the original Request for Proposals. Consultant firms are responsible for reading this addendum in its entirety. The District expects the consulting firms to provide their expertise when constructing their proposal.

The following clarifications, revisions, replacements, additions, and/or deletions shall be made part of the above referenced document.

1. Additions

Phase 1: Assessment

Tasks: The Consultant shall conduct an on-site or videoconference assessment with each department to evaluate: How the current policy and schedule is being used; what variations are being used to accommodate records not identified in the policy and schedule; and the type and magnitude of records maintained by each department. District departments include: Accounting, Administrative, Human Resources, Facilities, Operations, Rancho Las Virgenes Compositing Facility, Resource Conservation, Tapia Water Reclamation Facility, and Westlake Filtration Plant.

By: 
Josie Guzman, MMC
Executive Assistant/Clerk of the Board
(818) 251-2123
jguzman@lvmwd.com